

INTERNAL REVIEW OFFICE (DSCR-DI)

MISSION:

Acts as principal advisor and assistant to the Commander providing independent appraisal of operations through audits/reviews, including assessing the adequacy of activities' systems of internal controls. Administers the center DOD Hotline Program, the Commander's Soundoff Program, and the PLFA Internal Management Control (IMC) Program. Conducts audit liaison and external audit/inspection oversight responsibilities.

FUNCTIONS:

1. Conducts independent reviews of programs and operations to determine whether resources are managed economically and efficiently; to identify problems/barriers to improved performance; and to develop realistic solutions to better serve our customers and maximize resources.
2. Selectively performs independent follow-up reviews of management actions taken in response to audit/inspection report recommendations and action taken to correct material internal control weaknesses.
3. Performs consulting and other services for DSCR directors, as resources permit. An example of another service would be verification of savings estimates on approved SAYITs.
4. Responds to requests for review from local Commander, directors, office chiefs, and HQ DLA.
5. Surveys potential problem areas, prepares audit programs, summarizes findings, prepares reports, and discusses results with management.
6. Administers the DSCR HOTLINE, SOUND OFF, and Internal Control Programs.
7. Receives, records and controls all DOD HOTLINE referrals and DSCR Soundoffs forwarded to the Commander, DSCR. Coordinates or initiates appropriate investigation of all cases, reviews all reports of examination for compliance with DLAR 5610.1 (Hotlines) or DSCRR 1000.17 (Soundoffs) and forwards investigative results/completed reports to the Commander.
8. Ensures the Internal Control Program and concepts are properly integrated into overall PLFA plans, policies, programs, procedures, and systems. Semiannually, consolidates directorate/office input for Commander's letter of assurance (under FMFIA) to the Director, DLA. Provides training and guidance to the IMC monitors and their alternates.
9. Coordinates and tracks replies to special reports, including GAO, DOD IG Audit, internal audit, and other inspection type reports, and evaluates replies of all organizational components to ensure compatibility and conformance with the Commander's policy.
10. Serves as command focal point for external audit/inspection visits. Arranges entrance/exit conferences for Commander, coordinates/facilitates contacts with office personnel, serves as PLFA POC in all matters relating to external audits/inspections.
11. Briefs command on the status of programs/activities as requested or as warranted.

